

## **CLASS TITLE: ASSISTANT GAMING & ATHLETICS ADMINISTRATOR**

**Class Code: 02260301**

**Pay Grade: 30A**

**EO Code: A**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Gaming and Athletics Administrator by performing technical work to ensure that gaming and athletic events and activities are in conformance to all state safety laws, regulations, standards, rules and codes relating to occupational safety and health; to assist in the planning, coordinating, administration, implementation and monitoring of all Gaming and Athletics Division programs, including individual and/or company licensing for casino facility operations, personnel, key stakeholders and vendors, pari-mutuel and simulcast licensing; to effectively coordinate and implement boxing, wrestling, mixed martial arts events and other activities within the jurisdiction of the Division; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior with considerable latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to state and departmental guidelines, policies and procedures and applicable laws, rules and regulations.

**SUPERVISION EXERCISED:** Coordinates, supervises and reviews the work of technical and administrative staff.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Gaming and Athletics Administrator by performing technical work to ensure that gaming and athletic events and activities are in conformance to all state safety laws, regulations, standards, rules and codes relating to occupational safety and health; to assist in the planning, coordinating, administration, implementation and monitoring of all Gaming and Athletics Division programs, including individual and/or company licensing for casino facility operations, personnel, key stakeholders and vendors, pari-mutuel and simulcast licensing; to effectively coordinate and implement boxing, wrestling, mixed martial arts events and other activities within the jurisdiction of the Division.

To assist in the formulation of Division strategies and objectives to achieve divisional and organizational goals.

To assist in the administration, interpretation and enforcement of laws, rules, regulations, policies and procedures applicable to Divisional programs.

To advise superior(s) concerning existing laws related to gaming and athletics and to recommend, draft and testify concerning legislation, rules and regulations.

To assist in the development of new policies, procedures and protocols associated with promotion and compliance of Division programs.

To evaluate program strengths and weaknesses and to explain and recommend corrective methods to address these deficiencies.

To perform inspections of gaming and athletics activities and other related events to ensure compliance with state laws, rules and regulations.

To perform research on gaming and athletics programs and activities of other states for new methods and approaches to program monitoring.

To investigate all complaints regarding matters within the division's purview, and to maintain procedures for managing the same.

To compile, compose and review reports of violations of laws, rules and regulations involving denials, suspensions and/or revocations of licenses.

To summarize report results and make recommendations for appropriate regulatory and/or corrective action.

To assist in the development of the Division's budget.

To attend meetings and serve on committees related to gaming and athletics on behalf of the Division.

To prepare reports, studies, projects and assignments on matters affecting gaming and athletics as required by

state law.

To perform liaison duties and coordinate with personnel in other state agencies involving the oversight and regulation of gaming and athletics programs and operations to ensure maximum efficiency.

To coordinate the retention and storage of Division records.

To conduct or participate in public hearings relative to gaming and athletics issues, as required.

To represent the Administrator and the Division at meetings, conferences and forums, as required.

To conduct staff meetings with staff for the implementation and enforcement of Division programs as well as gaming and athletic policies and procedures in conformance with all applicable laws, rules and regulations, as required.

To represent management in personnel matters and grievance hearings pertaining to gaming and athletics, as directed.

To do related work as required. as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILL, AND CAPACITIES:** A thorough knowledge of management principles and techniques of planning, coordinating, administering, implementing and monitoring programs of the Gaming and Athletics Division; a thorough knowledge of individual and/or company licensing requirements for casino facility operations, personnel, stakeholders and vendors, pari-mutuel and simulcast licensing; a thorough knowledge of the licensing requirements, coordination and implementation of boxing, wrestling, mixed-martial arts and other activities within the jurisdiction of the Gaming and Athletics Division; a working knowledge of current and relevant state and federal laws, rules and regulations, practices and trends utilized in the oversight and regulation of gaming and athletics programs and operations; a working knowledge of principles of planning, administration, budgeting, accounting, collection, commission disbursement and financial practices and procedures used in the division; the ability to review, interpret and enforce all applicable federal and state laws, rules and regulations; the ability to direct, coordinate, supervise and review the work of technical and administrative staff; the ability to conduct gaming and athletics investigations; the ability to compose and review reports and violations of laws, rules and regulations involving denials, suspensions and revocations of licenses; the ability to compose reports, studies, projects and assignments on matters affecting gaming and athletics as required by state law; the ability to effectively resolve complaints; the ability to communicate effectively and efficiently both verbally and in writing; the ability to establish and maintain effective working relationships with staff, personnel in other state agencies and the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a Bachelor's degree from a college of recognized standing which may include or be supplemented by completion of courses in Business Administration and/or Law Enforcement; and

**Experience:** Considerable employment in a responsible supervisory capacity involving the interpretation and enforcement of laws, rules and regulations pertaining to gaming and athletics including the investigative and enforcement process and the resolution of complaints.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education.

Class Created: November 21, 2021